



Office of General Services
Food Distribution

The Emergency Food Assistance Program (TEFAP)

TEFAP

- Federal program hosted by the Food and Nutrition Service (FNS) branch of the United States Department of Agriculture (USDA)
- The goal of the program is to help supplement the diets of low-income Americans by providing them with emergency food assistance at no cost
- States receive both food and administrative funding from the USDA
 - Administrative funding normally is received through grants and is used to cover the storage and distribution of USDA Foods
 - New York State **DOES NOT** receive funding to purchase food.
 - Food is ordered through Entitlement & Bonus Offers



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Administrative Funding

- There are several types of Administrative Funding: Regular, Convertible and Recovered
- These funds are received through grant award documents and our processed by our finance department. (This does not apply to Trade Mitigation funding.)
- New York State distributes over 98% of State Administrative Funding to food banks and has to match any funds kept for the program.

Program Year	2016	2017	2018	2019	2020
Entitlement	\$17,594,489	\$17,346,434	\$15,874,741	\$16,484,873	\$15,325,456
Bonus	\$18,088,721	\$14,424,469	\$20,936,856	\$19,089,037	\$40,731,633
Administrative Funding	\$5,161,192	\$5,280,037	\$5,877,982	\$9,639,360	\$8,578,989
Total	\$40,846,418	\$37,052,957	\$42,691,597	\$45,215,289	\$64,638,098



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USDA Foods

- Foods are purchased by the Agricultural Marketing Service (AMS) branch of the USDA.
- All USDA Foods, regardless of program, are 100% domestic
- Food funds and administrative funds follow the federal fiscal year, October 1st – September 30th
- Food is delivered January 1st to December 31st



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USDA Foods Available List for The Emergency Food Assistance Program (TEFAP) 2021



USDA Foods Description	WBSUM ID	PACK SIZE	USDA Foods Description	WBSUM ID	PACK SIZE	SUBGROUP
FRUITS						
Apples, Braeburn, Fresh	100523	40 lb case	Beans, Green, Low-sodium, Canned	100306	24/15.5 oz can	OTH
Apples, Empire, Fresh	100517	40 lb case	Carrots, Diced, No Salt Added, Frozen	111052	12/2 lb bag	RO
Apples, Fuji, Fresh	100522	40 lb case	Carrots, Sliced, Low-sodium, Canned	100308	24/15.5 oz can	RO
Apples, Gala, Fresh	100521	40 lb case	Corn, Whole Kernel, No Salt Added, Canned	100311	24/15.5 oz can	ST
Apples, Granny Smith, Fresh	110543	40 lb case	Corn, Cream Style, Low-sodium, Canned	100310	24/15.5 oz can	ST
Apples, Red Delicious, Fresh	100514	40 lb case	Mixed Vegetables, 7-Way Blend, Low-sodium, Canned	100320	24/15.5 oz can	OTH
Apples, Fresh	110561	12/3 lb bag	Peas, Green, Low-sodium, Canned	100314	24/15.5 oz can	ST
Apple Juice, 100%, Unsweetened	100893	8/64 oz bottle	Peas, Green, No Salt Added, Frozen	110763	12/2.5 lb bag	ST
Apple Slices, Unsweetened, Frozen (IQF)	110470	12/2.5 lb bag	Potatoes, Dehydrated Flakes	100337	12/1 lb package	ST
Applesauce, Unsweetened, Canned	100207	24/15.5 oz can	Potatoes, Round, Fresh	101019	10/5 lb bag	ST
Applesauce, Unsweetened, Cups, Shelf Stable	110361	96/4.5 oz cup	Potatoes, Russet, Fresh	101017	10/5 lb bag	ST
Apricots, Halves, Extra Light Syrup, Canned	100210	24/15.5 oz can	Potatoes, Sliced, Low-sodium, Canned	100331	24/15.5 oz can	ST
Blueberries, Highbush, Frozen	110623	12/2.5 lb bag	Pumpkin, No Salt Added, Canned	100319	24/15.5 oz can	RO
Cherry Apple Juice, 100%, Unsweetened	100894	8/64 oz bottle	Spaghetti Sauce, Low-sodium, Canned	100335	24/15.5 oz can	RO
Cranberries, Dried, Individual Portion	110723	300/1.16 oz bag	Spinach, Low-sodium, Canned	100323	24/15.5 oz can	OG
Cranberry Apple Juice, 100%, Unsweetened	100899	8/64 oz bottle	Sweet Potatoes, Fresh	111058	12/3 lb bag	RO
Grape Juice, Concord, 100%, Unsweetened	100895	8/64 oz bottle	Tomato Juice, 100%, Low-sodium	100898	8/64 oz bottle	RO
Grapefruit Juice, 100%, Unsweetened	100896	8/64 oz bottle	Tomato Sauce, Low-sodium, Canned	100333	24/15.5 oz can	RO
Fruit and Nut Mix, Dried	100297	24/1 lb bag	Tomato Sauce, Low-sodium, Canned (K) (H)	110610	24/15.5 oz can	RO
Mixed Fruit, Extra Light Syrup, Canned	100211	24/15.5 oz can	Tomato Soup, Condensed, Low-sodium, Canned	100322	24/10.5 oz can	RO
Oranges, Fresh	100283	34-39 lb case	Tomatoes, Diced, No Salt Added, Canned	100328	24/15.5 oz can	RO
Orange Juice, 100%, Unsweetened	100897	8/64 oz bottle	Vegetable Soup, Condensed, Low-sodium, Canned	100321	24/10.5 oz can	OTH
Peaches, Freestone, Slices, Frozen	100238	12/2 lb bag	LEGUMES			
Peaches, Sliced, Extra Light Syrup, Canned	100218	24/15.5 oz can	Beans, Black, Low-sodium, Canned	110020	24/15.5 oz can	LG
Pears, Bartlett, Fresh	100282	45 lb case	Beans, Black-eyed Pea, Low-sodium, Canned	100367	24/15.5 oz can	LG
Pears, Bosc, Fresh	100280	45 lb case	Beans, Black-eyed Pea, Dry	100374	12/2 lb bag	LG
Pears, D'Anjou, Fresh	100279	45 lb case	Beans, Garbanzo, Canned	111060	24/15.5 oz can	LG
Pears, Fresh	110560	12/3 lb bag	Beans, Great Northern, Dry	100380	24/15.5 oz can	LG
Pears, Extra Light Syrup, Canned	100223	24/15.5 oz can	Beans, Kidney, Light Red, Low-sodium, Canned	100372	24/15.5 oz can	LG
Plums, Pitted, Dried	100290	24/1 lb container	Beans, Kidney, Light Red, Dry	100385	12/2 lb bag	LG
Raisins, Unsweetened, Individual Portion	100293	144/1.33 oz box	Beans, Lima, Baby, Dry	100378	12/2 lb bag	LG
Raisins, Unsweetened	100295	24/15 oz box	Beans, Pinto, Low-sodium, Canned	110021	24/15.5 oz can	LG
KEY:						
OG - Dark Green Vegetable Subgroup						
OTH - Other Vegetable Subgroup						
RO - Red/Orange Vegetable Subgroup						
ST - Starchy Vegetable Subgroup						
LG - Legume Vegetable Subgroup						
K - Kosher Certification Required						
H - Halal Certification Required						
IQF - Individually Quick Frozen						

Note: This list is subject to change based on market availability. Please refer to the WBSUM catalog which contains the most up to date list of available USDA Foods.

Revised August 2020



USDA Foods Available List for The Emergency Food Assistance Program (TEFAP) 2021



USDA Foods Description	WBSUM ID	PACK SIZE	USDA Foods Description	WBSUM ID	PACK SIZE	SUBGROUP
PROTEIN FOODS						
Alaska Pollock, Fillet, Frozen	110345	20/2 lb bag	GRAINS			
Alaska Pollock, Whole Grain Breaded Fish Sticks, Frozen	110850	20/2 lb bag	Bakery Mix, Lowfat	110902	20/20 oz bag	
Beef, Canned/Pouch	100127	24/24 oz package	Cereal, Corn Flakes	100449	12/18 oz package	
Beef, Fine Ground, 85% Lean/15% Fat, Frozen	100159	40/1 lb package	Cereal, Corn/Rice Biscuits	100465	14/12 oz package	
Beef, Fine Ground, 85% Lean/15% Fat, LFTB OPT, Frozen	110260	40/1 lb package	Cereal, Corn Squares	110740	14/12 oz package	
Beef Stew, Canned/Pouch	100526	24/24 oz package	Cereal, Oat Circles	100929	12/14 oz package	WG
Catfish, Fillets, Frozen	110390	20/2 lb bag	Cereal, Rice Crisp	100457	16/12 oz package	
Chicken, Pouch	110477	36/10 oz pouch	Cereal, Wheat Bran Flakes	111022	12/16 oz box	WG
Chicken, Split Breast, Frozen	110154	5/5 lb bag	Cereal, Wheat Farina, Enriched	110880	10/16.4 oz package	
Chicken, Whole, Frozen	100880	10-12 bags/case	Cereal, Wheat, Shredded	110374	10/16.4 oz package	WG
Eggs, Fresh	100936	15/1 dozen carton	Crackers, Unsalted	100403	12/16 oz box	
Egg Mix, Dried	100044	48/6 oz bag/pouch	Flour, All Purpose, Enriched, Bleached	100400	8/5 lb bag	
Peanut Butter, Smooth	111081	12/16 oz jar	Flour, White Whole Wheat	110857	8/5 lb bag	WG
Peanut Butter, Smooth (K)	111170	12/16 oz jar	Grits, Corn, White	111082	12/2 lb bag	
Peanut Butter, Smooth, Individual Portion	110854	120/1.1 oz unit	Grits, Corn, Yellow	111072	12/2 lb bag	
Peanuts, Roasted, Unsalted	100391	12/16 oz package	Oats, Rolled, Quick Cooking	111074	12/18 oz package	WG
Pork, Canned/Pouch	100139	24/24 oz package	Pasta, Egg Noodles	100433	12/1 lb box	
Pork, Ham, Frozen	100182	12/3 lb package	Pasta, Macaroni, Enriched	110511	20/1 lb box	
Pork, Chops, Boneless, Frozen	110380	40/1 lb package	Pasta, Macaroni, Whole Grain	101023	24/1 lb box	WG
Salmon, Pink, Canned	110563	24/14.75 oz can	Pasta, Macaroni and Cheese	110960	24/7.25 oz package	
Salmon, Pink, Canned (K)	110580	24/14.75 oz can	Pasta, Rotini, Whole Grain	110777	12/1 lb box	WG
Tuna, Chunk Light, Canned (K)	100194	24/12 oz can	Pasta, Spaghetti, Enriched	110450	20/1 lb box	
DAIRY						
Cheese, American, Reduced Fat, Loaves, Refrigerated	100035	12/2 lb package	Pasta, Spaghetti, Whole Grain	101035	12/2 lb box	WG
Cheese, Cheddar, Yellow, Shredded, Refrigerated	110843	6/2 lb package	Rice, Brown, Long-Grain, Parboiled	100500	24/2 lb bag	WG
Milk, 1%, Shelf-Stable UHT	100050	12/32 oz carton	Rice, Brown, Long-Grain, Parboiled	100501	30/2 lb bag	WG
Milk, 1%, Individual Portion, Shelf-Stable UHT	100875	27/8 oz box	Rice, Medium Grain	100487	24/2 lb bag	
OILS						
Oil, Vegetable	100441	9/48 oz bottle	Rice, Medium Grain	100488	30/2 lb bag	
OTHER						
Soup, Cream of Chicken, Condensed, Reduced Sodium	111210	24/10.5 oz can	Rice, Long Grain	100491	24/2 lb bag	
Soup, Cream of Mushroom, Condensed, Reduced Sodium	110971	12/10.5 oz can	Rice, Long Grain	100492	30/2 lb bag	
KEY:						
WG - Whole Grain						
K - Kosher Certification Required						
UHT - Ultra-High Temperature Pasteurization						
LFTB OPT - Lean Finely Textured Beef Optional						

Foods are arranged based on ChooseMyPlate.gov food group categories. The subgroup information is provided as a tool to support food banks with planning orders and to encourage variety in TEFAP food distributions. The ChooseMyPlate.gov site provides information about vegetable subgroups, whole grains, and a variety of nutrition education resources that can be used to support the TEFAP program.

Note: This list is subject to change based on market availability. Please refer to the WBSUM catalog which contains the most up to date list of available USDA Foods.

Revised August 2020



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TEFAP Includes Food & Administrative Funding

- Entitlement & Bonus
- Food Purchase Distribution Program (FPDP – previously known as Trade Mitigation)
- Families First Coronavirus Relief Act (FFCRA)
- Coronavirus Aide, Relief, and Economic Stimulus (CARES) Act – (All monies spent at this time)
- The Coronavirus Response and Relief Supplemental Appropriations Act, 2021



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TEFAP is Governed by

[7 Code of Federal Regulations \(CFR\) part 251](#) - THE EMERGENCY FOOD ASSISTANCE PROGRAM

and the following associated regulations as applicable:

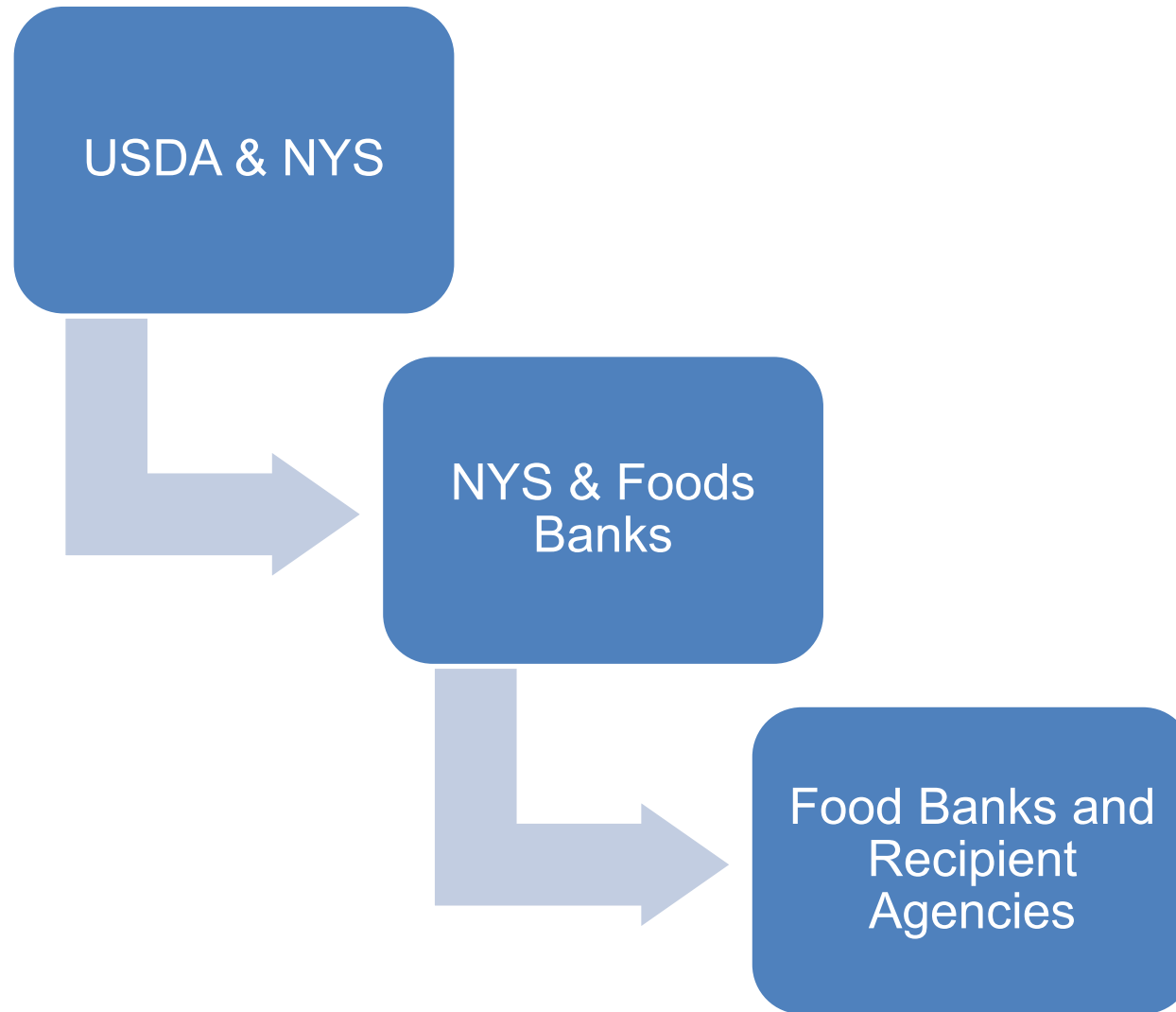
- [7 CFR part 250](#) - DONATION OF FOODS FOR USE IN THE UNITED STATES, ITS TERRITORIES AND POSSESSIONS AND AREAS UNDER ITS JURISDICTION
- [2 CFR part 200](#) - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS
- [2 CFR part 400](#) - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS
- [2 CFR part 416](#) - GENERAL PROGRAM ADMINISTRATIVE REGULATIONS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS



State Distributing Agency (SDA)

- The USDA delegates an agency in each state to administer TEFAP program in their state. These agencies are known as the State Distributing Agency (SDA)





Agreements



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State Distributing Agencies Responsibilities

- State Distribution Plan
- Establish Eligibility Requirements
- Distribution of Administrative Funding & Food
- Reconciling Food Bank Monthly Inventory Reports
- Physical Inventory
- Food Bank Administrative Reviews
- Recipient Agency Administrative Reviews
- Disaster Household Distribution



State Distribution Plan

- Defines many TEFAP related definitions
- Describes the purpose and scope of the distribution plan
- Includes which food banks New York State has agreements
- Which counties each of the food bank serves
- Two-tier priority distribution plan
- Explains how fair shares are calculated
- Distribution Method
- Recipient Eligibility Requirements



Calculating USDA Fair Share

USDA Fair Share Calculation

- 60% Poverty Level
- 40% Unemployment level
- NYS fair share of the TEFAP program is about 6%

NYS Food Bank Fair Share Calculation is based off poverty level

- Sum of persons living at or below the poverty level for all counties a food bank services
- Divided by the total persons living in poverty in NYS
- Equals a food banks fair share. This is calculated in each September and starts October 1 each year (follows the federal fiscal year)

Eligibility for Prepared Meals

There are no federal standards or procedures for determining an individual's eligibility to receive prepared meals. They are presumed to be needy because they seek meals at an approved TEFAP site. Sites do not have to maintain records of the names of participants to whom they serve meals but must keep a count of the number of meals served.

Eligibility Criteria for Household Distribution

In accordance with federal regulations 7 CFR 251.5(b) and 251.10 (a) (3), the New York State Office of General Services has established eligibility criteria which must be met for a household to qualify to receive TEFAP products. (**For the purposes of this program**, household is defined as any of the following individuals or groups of individuals, exclusive of boarders or residents of an institution:

1. An individual living alone;
2. An individual living with others, but customarily purchasing food and preparing meals for home consumption separate and apart from the others;
3. A group of individuals living together who customarily purchase and prepare meals in common for home consumption; and
4. Other individuals or groups of individuals, as provided in FNS regulations specific to particular food assistance programs.

The household must reside in New York. Length of residency is not used as an eligibility criterion.



And meet one of the following criteria:

- In order to be eligible to receive household TEFAP products, the total household income for all household members must be at or below 200% of federal poverty guidelines.
- If a State of Emergency is declared by the Governor of the State of New York, OGS Food Distribution may temporarily increase the total household income threshold for all household members to be at or below 300% of the federal poverty guidelines in areas impacted by the State of Emergency.
- Applicants who participate in one or more of the following programs – Supplemental Nutrition Assistance Program (SNAP), Women, Infants, and Children (WIC), Food Distribution Programs on Indian Reservations (FDPIR), Temporary Assistance to Needy Families (TANF), Medicaid, Free and Reduced School Meals or Supplemental Security Income (SSI) are automatically eligible for the TEFAP program.

Federal regulations do not require that an applicant household provide independent verification of income, for example, pay stubs. Therefore, the New York State Office of General Services does not impose stricter eligibility standards. However, in compliance with 7 CFR 251.10(a) (4), a TEFAP self-declaration or attestation form is to be used by eligible recipient agencies in determining TEFAP program eligibility.

Each household applicant is required to complete the self-declaration or attestation form at a minimum of once per year. This form includes the applicant's name, address, the number of persons in the household, type of eligibility provided, and the applicant's signature.

Food Bank Administrative Reviews

- New York State must perform an administrative review of 25% of our food banks every year.
- If there are findings at a food bank, this may result in more frequent reviews
- We will ask to review documentation including, but not limited to:
 - The Agreement between Food Bank and NYS
 - Completed Agreements between Food Banks and RA's
 - Completed site monitoring
 - BOL's of received USDA Foods
 - Insurance documentation
 - Intake Forms
- Civil Rights compliance and signage



Recipient Agency Reviews

- New York State is mandated to complete at least 20 reviews annually
- These are now scheduled in advance
- We will review the following documentation:
 - Agreement between the Food Bank and the Recipient Agency
 - Review intake forms (annual attestation) for completion
 - Civil Rights Training log
 - Pest control logs
 - Tax exempt status
 - Signage for the “Justice For All” poster, Client Bill of Rights and Agency Bill of Rights
 - Program Flyers and how information is disseminated to program participants
 - Non-discrimination statement when appropriate
- Facility Review
- We ask about their ordering and delivery
- Ask about overall satisfaction with the food bank and if there are any issues.

Physical Inventory of USDA Foods

- Happens at least once annual
- A facility review will also take place at that time
- A completed book inventory (Monthly Inventory Report) must be provided before or upon our arrival
- OGS will count every case of USDA Food
- This count will be verified against the book inventory and any discrepancies will be noted.
- The food bank may be billed for any missing cases

Agreement between New York State & Food Banks

- Food banks must qualify as an Emergency Feeding Organization
- Food banks must have a separate TEFAP Agreement with recipient agencies
- Food banks cannot charge any money, materials or services in connection with the receipt of TEFAP food
- Food banks should be mindful of gaps and duplication in service areas when selecting recipient agencies
- Food banks must comply with federal and state civil rights laws.
- The food bank will utilize the Web-Based Supply Chain Management (WBSCM) to place all USDA Food Orders, monitor incoming shipments and receipt for loads.
- Food bank will comply with [FNS Instruction 709-5 Rev 3. Shipment and Receipt of USDA Foods](#)
- USDA Foods will only be delivered to the designated delivery location listed in this agreement.



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Agreement between New York State & Food Banks continued

- Food may not be store at a location not listed in this agreement without prior approval from OGS
- Food banks will notify OGS 45 day prior to delivery if they cannot accept a scheduled delivery
- If food is out of condition upon delivery, food bank will notify OGS immediately, and wait further instruction before accepting or rejecting the load
- Food bank will note any discrepancies on all copies of the BOL before the driver leaves the location
- Food banks will store product in accordance with the nature of the product
- Food bank will use first in first out, except where package dates precedes that of earlier shipments.
- Food banks agree to keep the premises clean and protected from infestation and maintain a passing score on the NYS Ag and Mkts inspections. Food must be 12" from walls and 6" from floors



Agreement between New York State & Food Banks continued

- Food bank will not leave any damages product exposed where undamaged food product is stored. Floors will be clean, cartons will be dust free. Chemicals, detergents, solvents and cleaners may not be stored above, beneath or next to USDA Foods. They should be stored separately
- Monthly reports are due by the 10th of each month
- Food bank will distribute food to designated TEFAP agencies and have related BOL or pick slips.
- Food banks will collect the number of households and individuals being served each month.
- All records should be maintained for 3 years plus current.
- Food banks will monitor distribution sites. At least 25% of sites must be reviewed each year and the largest five sites must be reviewed annually.
- Food banks will submit an annual listing of all sites, noting sites reviewed each year.



Agreement between New York State & Food Banks continued

- Food bank will investigate any complaints received in connection with USDA Foods.
- Food banks will use administrative funding in accordance with 7 CFR part 251.
- Food banks will comply with Circular A-133



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Food Banks Responsibilities

- WBSCM Receipting – 2 calendar days
- WBSCM Reports
- Monthly Inventory Report
- Reporting Inventory Adjustments and Damages
- Disseminate Civil Rights Training (Annually)
- Annual Financial Reports
- Administrative Funding Request (Claim Forms)
- Providing Updated Food Bank Contact Information
- Annual Food Bank Recipient Agency List & Contact Information
- Disseminate Program Information (including eligibility requirements)
- Annual TEFAP Physical Inventory
- Food Bank Administrative Review (Minimum once every 4 years)
- Commodity Complaints

FNS Instruction 709-5 Rev 3. Shipment and Receipt of USDA Foods

- Vendors are supposed to comply with the terms of the contract they have with the USDA
- Delivery Appointments
- Seal information
- Condition of USDA Foods including temperature, quality and other conditions
- Out of condition foods require OGS notification and approval before rejecting
- Any discrepancies should be written on all copies of the BOL before the driver leaves the premises
- Receipting should happen within 2 calendar days and should match the BOL
- Request for contract modifications should happen 45 days prior to the start of the delivery period.



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Web-Based Supply Chain Management (WBSCM) is an integrated, internet-based commodity acquisition, distribution, and tracking system built on Systems, Applications and Products (SAP).

- WBSCM users have access to self-service features through the WBSCM Self-Service Portal which also provides latest WBSCM announcements. In late January the SDA are granted access to the WBSCM catalog, allowing them to see:
 - USDA Foods Available
 - Available Delivery Dates
 - Order Due Dates
 - Domestic Order Entry Screen
 - Order Tracking
 - Reports
 - Receipting



United States Department of Agriculture
Web Based Supply Chain Management



Back Forward History Favorites



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Web Based Supply Chain Management (WBSCM) continued

REPORTS! REPORTS! REPORTS!

- Entitlement/Bonus Summary Report
- Requisition Status Report
- Order Status Report
- Value of commodities received.

The screenshot displays the USDA Web Based Supply Chain Management (WBSCM) interface. The top navigation bar includes the USDA logo, the text "United States Department of Agriculture Web Based Supply Chain Management", and the WBSCM logo. Below this is a secondary navigation bar with links for "Back", "Forward", "History", and "Favorites". The main navigation bar contains tabs for "Home", "Operations", "Admin", "Reports", and "Help". The "Reports" tab is currently selected, and the breadcrumb trail shows "Reports > Order Processing > Processing Status Report".

The left sidebar lists various report categories under "Entitlement Management" and "Processing Status Report". The "Processing Status Report" category is expanded, showing sub-reports such as "Received Shipment Report", "Redistribution/Redonation Detail Report", "Requisition Status Report", "Stocks at Subcontractor", "Value of Commodities Received - RA", "Value of Materials Received - Domestic & Price Support", and "Value of Materials Received - Multi-Food".

The main content area displays the "Processing Status Report" form. It includes a "Reports : Input Criteria" section with an "Execute" button and a "Reset Values" button. The form contains several input fields with dropdown menus and checkboxes, including "Program" (set to NSLP), "Req. Delivery Date", "Material", "Sold-To Party", "Ship-To Party", "Region Code", "Purchasing Group", "Order Number", "Forecast Number", "Status", "Doc Type", and "Allocation Creation Date". Each field has a "To" field for a date range. A "Show Variants" link is also present.



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Monthly Inventory Report

- Due by the 10th of every month
- Beginning Balance must equal the ending balance of the previous month
- Beginning Balance + Receipts – Distributions & Adjustments = Ending Balance

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Name:	Enter Food Bank Name Here											
2	Report Date:	Enter Date Here (MM/YYYY)											
3													
4													
	Material No.	Material Description	Food Bank Identifier	Sales Order No.	SO Item No.	Date Received	Beginning Balance	Receipts	Distributions	Adjustments		Ending Balance	Best By or Expiration Date
5										Positive Adj.	Negative Adj.		
6		Please Type Material No. In Column A										-	
7		Please Type Material No. In Column A										-	
8		Please Type Material No. In Column A										-	
9		Please Type Material No. In Column A										-	
10		Please Type Material No. In Column A										-	
11		Please Type Material No. In Column A										-	
12		Please Type Material No. In Column A										-	
13		Please Type Material No. In Column A										-	
14		Please Type Material No. In Column A										-	
15		Please Type Material No. In Column A										-	
16		Please Type Material No. In Column A										-	
17		Please Type Material No. In Column A										-	
18		Please Type Material No. In Column A										-	
19		Please Type Material No. In Column A										-	



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Annual Financial Reports

- Food banks are required to submit Financial Reports to OGS every year no later than nine months from the fiscal year end.
OBM Circular A-133
- Food banks can get information about Catalog of Federal Domestic Assistance (CFDA) numbers by reaching out to OGS
- OGS reviews these reports to ensure that food bank expenses exceeded what was paid out by administrative funding



Agreement Between Food Banks and Recipient Agencies

- Separate TEFAP Agreement
 - Civil rights assurances
 - Length of documentation on hand
 - Reporting
 - Participant eligibility guidelines
 - Allowing visits from the USDA and OGS
- Must be reviewed and approved by OGS



Recipient Agency Responsibilities

- Annual Attestations of Eligibility
- Disseminate Program Information to Participants
- Report Inventory Adjustments and Damages to the food bank
- Provide Updated Contact Information
- Track Annual Civil Rights Training
- Annual Financial Reports – (If they receive greater than \$750,000 of federal assistance)

Annual Attestations

- Food for home consumption (food pantries)
- Should contain:
 - name,
 - address,
 - number of people in the household,
 - Which eligibility guideline was used,
 - Signature,
 - Non-discrimination statement
- Once annually

Civil Rights

The U.S. Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. **Not all prohibited bases apply to all programs.**

The TEFAP Program and applicable protected bases:

- 1.Race
- 2.Color
- 3.National Origin
- 4.Age
- 5.Sex
- 6.Disability

All food banks in New York will need to read, understand and apply all USDA policies as outlined in [FNS-113-1](#).



Entitlement vs Bonus

- Entitlement – Catalog of USDA Available Food List
 - Orders draw down on entitlement in WBSCM
- Bonus is offered on a case by case basis by the USDA. Quite often there is a very fast turn around on these.
 - Sometimes they are offered in trucks
 - Sometimes in dollars

A	B	C	D	E
Material Code	Product	NYS Allocation	Price/Truck	Total Value
Black Beans and Butter offered in Trucks				
110020	BEANS BLACK CAN-24/300	18	\$17,872	\$321,693.84
100001	BUTTER PRINT SALTED CTN-36/1 LB	8	\$75,103	\$600,825.60
Milk and Beans offered in Dollars				
111173	MILK 1% FRESH CTR-64 FL OZ	\$640,475.00	\$13,032	
111174	MILK 2% FRESH CTR-64 FL OZ		\$14,258	
111176	MILK WHOLE FRESH CTR-64 FL OZ		\$14,939	
111200	MILK 1% FRESH CTR-128 FL OZ		\$9,744	
111201	MILK 2% FRESH CTR-128 FL OZ		\$10,365	
111203	MILK WHOLE FRESH CTR-128 FL OZ		\$12,084	
100382	BEANS PINTO DRY PKG-12/2 LB	\$319,148.58	\$21,103	
111063	BEANS PINTO DRY PKG-24/1 LB		\$23,091	



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Entitlement vs Bonus Continued

- Both are calculated using fair share percentage, but with Bonus we often have to make adjustments based on the USDA ordering restrictions
- If a food bank does not accept a Bonus, this may be offered to another food bank.
- Regarding Bonus – only accept if you can store and distribute
 - Within 6 months and well before the expiration date
- Entitlement and administrative funding are estimated based on last years numbers until the federal government budget is approved

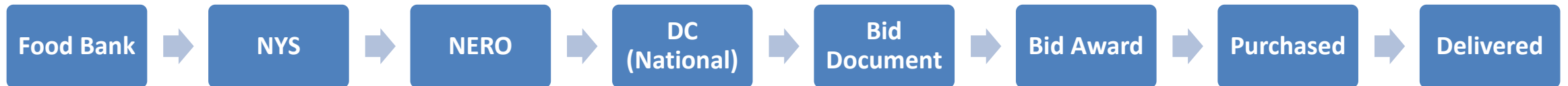
State and Food Bank Ordering Restrictions

- The state must order in full truck loads
- No more than 3 stops all within a days drive
- Must be at least a quarter truck per stop

Delivery Periods

- Two windows each month by which the vendor may deliver your order
- 15th & 30th except for Fresh Product
- A Requested delivery date of 6/15/21 in WBSCM means that you are requesting that the product be delivered between the 1st and the 15th of the month

Ordering Process



Food Purchase Distribution Program (Trade Mitigation)

In 2018, the Trump administration and the United States Department of Agriculture launched a trade mitigation plan to help farmers affected by trade tariffs enforced by China. This package falls under TEFAP, a larger federal program that purchases unsold food and redistributes it to food assistance programs.

The Trade Mitigation purchase program assisted agricultural producers impacted by foreign tariffs. USDA's AMS was able to purchase 1,009,893,959 pounds of domestic commodities impacted by trade retaliation, dispensing \$1.14 billion in mitigation funds to-date, with all purchases complete. The USDA will authorize up to \$12 billion in various programs .

Producers of certain commodities can now sign up for the Market Facilitation Program (MFP), while USDA will also begin to purchase identified commodities under a food purchase and distribution program. AMS issues solicitations on an ongoing basis for over 200 different USDA Foods. Approved USDA Vendors are invited to submit offers via the Web-Based Supply Chain Management System (WBSCM).



Trade Mitigation

Program Year	2018	2019	2020
Bonus	\$ 1,023,368	\$ 53,650,147	\$ 67,479,652
Administrative Funding	\$ -	\$ 2,636,667	\$ 3,558,000
Total	\$ 1,025,386	\$ 56,288,833	\$ 71,039,672

TEFAP

Program Year	2018	2019	2020
Entitlement	\$15,874,741	\$16,484,873	\$15,325,456
Bonus	\$20,936,856	\$19,089,037	\$40,731,633
Administrative Funding	\$5,877,982	\$9,639,360	\$8,578,989
Total	\$42,691,597	\$45,215,289	\$64,638,098

Families First Coronavirus Response Act (FFCRA)

The FFCRA provides \$400 million in additional food funding for TEFAP State agencies in fiscal year 2020. Of that \$400 million, up to \$100 million is available for conversion into administrative funds.

In total, State agencies elected to receive \$88 million in administrative funding.

The Coronavirus Aid, Relief, and Economic Security Act (CARES)

On March 27, 2020, the President signed the Coronavirus Aid, Relief, and Economic Security Act (PL 116-136, CARES Act), which provides \$450 million in supplemental funding for TEFAP for FY 2020. Up to \$150 million of the supplemental funding is available as administrative funds and the remaining amount will be made available as food funds. The assistance offered through the CARES Act must be used to “prevent, prepare for, and respond to coronavirus.” In order to accept their share of these funds, states must submit a short written statement that explains how these funds will be used to meet this purpose. States that cannot meet that criterion are encouraged to turn back the assistance so that it may be reallocated to states that will be able to use it for that purpose.

The Coronavirus Response and Relief Supplemental Appropriations Act, 2021

The Coronavirus Response and Relief Supplemental Appropriations Act of 2021 was signed into law on December 27, 2020. The Act provides \$900 billion to combat the COVID-19 pandemic.

\$400 million in The Emergency Food Assistance Program (TEFAP) food banks



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Priority of Use of FY 2021 Food Funds

1. CARES – all used at this time
2. FFCRA – still some funds available
3. CRRSA – funds have not been releases yet
4. Entitlement Funds – there will be about 11 million in carryover from 2020

Program	FFCRA	CARES	CRRSA
Bonus	\$ 17,813,705	\$ 17,801,717	\$ 20,163,646
Administrative Funding	\$ 5,993,844	\$ 8,990,766	\$ 5,049,651
Total	\$ 23,807,549	\$ 26,792,483	\$ 25,213,297

Questions

- Schedule next meeting in April
- Go over format



Additional Resources:

[FD-104 Value of USDA Donated Foods for Audits \(Revised\)](#)

[FD 037: TEFAP - OMB Uniform Guidance Audit Requirements](#)

[FD-036: Local-Level Record Keeping Requirements](#)

[FNS Instructions 716-3 Rev. 1 TEFAP - Administrative Costs](#)

[FD-041: Distribution of TEFAP Foods to Children](#)

[FD 138: TEFAP - Written Notice and Referral Requirements](#)

[7 CFR Part 16: Clarification for Faith-Based Organizations Operating the Emergency Food Assistance Program \(TEFAP\)](#)

[FD 017: TEFAP - Meals Provided to Volunteers](#)

[FNS Instructions 410-1 Rev. 2 Claims for Losses of Donated Foods and Related Administrative Losses](#)

[FD Memo #002-2018 Revised Policy Memorandum FD-107 Storage, Distribution, & Product Dates. Guidance for Checking Ambient Transport Temperature](#)

[USDA Foods Program Disaster Manual](#)

[FD 093: FDP Q & A about Disaster Policies and Procedures](#)

